

**IDAHO DEPARTMENT OF PARKS & RECREATION**  
**RECREATION RESOURCES BUREAU**

**LAND & WATER CONSERVATION FUND**  
**(L&WCF)**

**GENERAL INFORMATION**  
**PROGRAM RULES AND GUIDELINES**  
**PROJECT SELECTION PROCESS**  
**PROJECT PROPOSAL**  
**APPLICATION INFORMATION AND FORMS**

## Introduction

The congressional intent of the Land and Water Conservation Fund is for your agency and the Idaho Department of Parks and Recreation to cooperatively acquire, develop, and maintain outstanding property into perpetuity for outdoor recreation purposes. It is important that together we ensure that quality recreation facilities are developed for the people in your community, our state, and for future generations. In order to qualify for these funds, it is necessary to have a basic knowledge of the program and to be aware of certain regulations that must be followed.

The purpose of this booklet is to acquaint the political subdivisions and state agencies with the Land & Water Conservation Fund (L&WCF) process and the materials necessary to submit a project proposal and an application.

The project proposal section of this booklet is used to determine a project's eligibility, and its chances of being funded without the sponsor submitting the more time consuming and costly application. In addition, it will allow the Idaho Department of Parks and Recreation (IDPR) the opportunity to provide you technical assistance in submitting an application.

If your project is fundable, IDPR will request an application. You must be prepared to make a financial investment to properly submit an application. The application requires complete information such as specific site plans, and drawings, cost estimates, title information, appraisals, and an environmental assessment. Depending on your resources and the type and size of the project, this may require that you employ architects, engineers, surveyors, attorneys, and appraisers. In addition, all costs to qualify a project must be assumed. These may include a state appraisal review or engineering review. Some of these costs may be reimbursed if the project is approved. Information on reimbursement is provided in the program rules and guidelines.

Following IDPR review and approval of application, you will be required to present your project to an Evaluation Committee. If your project rates and is selected for funding, IDPR will provide you a "Procedure II" manual which contains project management information and instructions. Funded projects will be allowed two years for completion.

We encourage you to contact us with any questions you may have. Questions concerning this booklet or any aspect of the program should be directed to the Land and Water Conservation Fund Coordinator at: (208) 334-4199

Applications can be mailed to:

Idaho Department of Parks and Recreation  
Land and Water Conservation Fund  
P. O. Box 83720  
Boise ID 83720-0065

Or for overnight mailing:

5657 Warm Springs Avenue  
Boise ID 83716

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**LAND & WATER CONSERVATION FUND  
(L&WCF)**

**SECTION I**

**GENERAL INFORMATION**

## 01. DEFINITIONS

Acquisition - the gaining of rights of public use by purchase, and/or donations of fee or less than fee interests in real property.

Agreement – See Project Agreement or Agreement.

Amendment – An official alteration of project agreement by IDPR.

Application – Sponsor’s submittal of complete technical project information for review and evaluation by IDPR staff and the Evaluation Committee.

Approval – The signing of a project agreement and amendments by the National Park Service (NPS) resulting in the obligation of a specific amount of federal funds for a specific purpose.

Board – The Idaho Department of Parks and Recreation Board, a bipartisan six-member board appointed by the governor.

Cash Contribution – Money contributed to the sponsor by other public agencies and institutions, private organizations and individuals.

Combination Project – Acquisition of real property and the subsequent development of outdoor recreation facilities in a single project.

Date of Completion – The date when all work on a project is completed or the date in which the project agreement or amendment expires, whichever comes first.

Development – The act of physically improving an area or constructing facilities necessary to increase an area’s ability to serve outdoor recreation purposes.

Disallowed Costs – Those expenditures, which are not acceptable under the guidelines of the Land and Water Conservation Fund.

Eligibility – The status of being qualified to participate in the L&WCF Program.

Evaluation Committee or (EC) – Representatives from federal, state, and local agencies with expertise in community development and/or public outdoor recreation needs. The committee assists in determining acceptability of projects based on technical criteria, rates L&WCF projects and makes funding priority recommendations to the Idaho Parks and Recreation staff and board.

Force Account – The use of the sponsor’s equipment and employees to complete a project and the withdrawal of materials from the participants’ central warehouse or stockpile.

Grant – The act of providing a specific amount of money towards the execution of a specific project. Funding program administered by Idaho Department of Parks and Recreation.

IDPR – The Idaho Department of Parks and Recreation.

In-Kind Contributions – Contributions or donations provided by (1) other public agencies and institutions and/or (2) private organizations and individuals. In-Kind contributions may consist of the value of service directly benefiting and specifically identifiable to the project such as donated labor, materials, equipment times or cash.

L&WCF – (Land & Water Conservation Fund) The Act of Congress approved September 3, 1964 entitled, “Land & Water Conservation Fund Act of 1965” which gives the Secretary of the Interior the authority to provide financial assistance to the state for outdoor recreation purposes.

Multiuse – Three or more major outdoor recreation oriented scope elements such as a ball field, picnic area or tot lot.

NPS – The National Park Service, Pacific Northwest Region.

Open Project Selection Process (OPSP) – The overall objective decision making process by which IDPR selects L&WCF projects for funding.

Guidelines – A compilation of state procedures, rules and instructions that have been assembled in manual form and which have been approved by the board for dissemination to the public and public agencies that may wish to participate in grant programs of IDPR or which outline operation of the L&WCF Program by IDPR for staff use.

Planning – The development of documents and programs to identify and propose actions for increasing the availability of recreational resources and the preparation and review of designs and specifications for such resources.

Political Subdivision – A city, town, county, district or other political unit under authority of state law.

Priority Needs assessment – Incorporates SCORP related activities which refine Idaho’s priorities for L&WCF obligation.

Project – A planned undertaking in which: (1) All actions or activities have a discrete, well-defined common objective and (2) there are fixed beginning and ending dates. A project may be acquisition, development, or a combination of both.

Project Agreement or Agreement – A contract between the State of Idaho and a sponsor setting forth the mutual obligation of a portion or all of a specific project.

Project Number – The coded number assigned to a project by the NPS after project approval.

Recreation Access – A facility which connects several existing outdoor recreation areas together or which provides immediate public recreation use of an area which previously did not allow public access. Examples include a bicycle path, interpretive trail, boat launch facility, etc.

Recreation Resource/Area – A facility or property typically serving leisure enjoyment, i.e. a playground, ball field, trail system, swimming beach, etc.

Retroactive Cost – Costs incurred after receipt of application but prior to the execution of the project contract.

Scope – The portion of the project on which the work was done (i.e. site improvements, comfort station, acquisition of property, etc.).

Scope Element – Specific item approved as part of a project and listed in project agreement. One facility or amenity listed on a project proposal, application, or project agreement.

SCORTP – Statewide Comprehensive Outdoor Recreation & Tourism Plan. The plan provides general state priorities for outdoor recreation.

Single use – One outdoor recreation oriented scope element such as a swimming pool or tennis facility.

SLO – The director of the IDPR. Designated by the governor to serve as the state Liaison Officer for the L&WCF program.

Sponsor – A city, county, recreation district, school district, state agency or other political subdivision soliciting funds from the IDPR who is responsible for administering a project.

Support Facility – A facility such as a restroom, irrigation system, or sidewalk, providing a supplemental service to a predominant service facility.



## 02. PROJECT FUNDING PROCESS OUTLINE

<u>Actions By:</u> ELIGIBLE LOCAL AGENCIES	<u>Actions Taken:</u>	<u>Actions By:</u> IDPR
Contact IDPR for information.  Review program & decide to submit project proposal.	<u>Step #1 of 13</u>  State announcement and dates set.	Provide announcement.  Provide materials to sponsors.
Prepare project proposal on forms provided by IDPR.	<u>Step #2 of 13</u>  Project proposal material submitted by sponsor by the set date.	Provide technical assistance in project proposal.
Provide additional or revised material as needed.	<u>Step #3 or 13</u>  IDPR review of project proposal.  Sponsor notified of project status.	Review project proposal, inspect site, request additional materials as needed, declare project eligible.  Recommend project for application. Provide application booklet.
Using application booklet, provide IDPR required materials—appraisal, environmental assessment, deed, title, site plans, etc.	<u>Step #4 of 13</u>  Application material submitted by sponsor by set date.  Sponsor notified of project status.	Coordinate project application, provide technical assistance.  Review application for completeness and eligibility.

Present project to the (EC).	<u>Step #5 of 13</u> Evaluation Committee (EC) reviews project in July.	Organize (EC). Provide pertinent information to (EC).
Optional: Attend meeting.	<u>Step #6 of 13</u> Project Ranking (public meeting).	Staff evaluates project against SCORTP criteria.  Staff prioritizes projects by combining EC rating, SCORTP rating.
Sponsor notifies IDPR of their intentions to complete project.	<u>Step #7 of 13</u> IDPR Board approves priorities (public meeting).	Staff submits priorities to IDPR Board.
Sponsor notifies IDPR of their intentions to complete project.	<u>Step #8 of 13</u> Congress appropriates funding.	IDPR notified of funding.  IDPR notifies sponsors that applications will be made to fund project.
Submit necessary materials to assist IDPR.	<u>Step #9 of 13</u> Project submitted to National Park Service.	Staff submits Federal Application to NPS.

Sign local contract and agree to terms stipulated.	<u>Step #10 of 13</u> Complete project contract.	Execute Federal Contract and give authorization to proceed.  Execute local contract. Provide sponsor guidelines booklet II.
Accomplish actions required in project agreement. Construct scope elements.	<u>Step #11 of 13</u> Complete project construction.	Accomplish interim checks on progress, approve and provide technical assistance.
Complete any necessary work to finalize project or bring it into compliance.  Place title restrictions on property.  Submit billing.  Provide materials required.	<u>Step #12 of 13</u> Project Close Out.  Complete reimbursement.  State and/or Federal audit.	Complete final inspection and review project agreement for compliance. Provide final directions if necessary.  Notify sponsor to submit billings.  Notify sponsor of audit.  Declare project complete and close project.
Manage facilities according to project agreement. Contact IDPR concerning any change made in project.	<u>Step #13 of 13</u> Post completion management.  IDPR closes project.	Assure that completed projects are providing recreational opportunities per project agreements.

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**SECTION II**

**PROGRAM RULES AND GUIDELINES**

The following information provides project sponsors a basic understanding of the L&WCF program. Please read this information carefully. This information in no way represents the total rules and guidelines used to manage the program.

## 01. ELIGIBILITY

### SPONSORS

Funds are made available to the following political subdivisions of the State of Idaho through IDPR:

- a. Incorporated Cities
- b. Counties
- c. Recreation Districts
- d. State Agencies
- e. Other public agencies authorized by law to provide recreation services.  
(See PARK/SCHOOL PROJECTS)

### PARTNERSHIPS

In situations where two or more agencies jointly apply and/or manage a facility, only one agency may act as the “managing partner.” This means they assume responsibility for the application and construction, must have control and tenure in the property (See TITLE REQUIREMENTS) must manage the completed project into perpetuity, and must act as liaison to IDPR.

### ELIGIBLE PROJECTS

- a. IDPR grants are available for up to 50% of the cost to acquire and/or develop land which is to be used for outdoor recreation purposes and is to be held in perpetuity for public outdoor recreation uses.
- b. Acquisition of less than fee interest, such as easements and development rights, will be considered in the same manner as simple fee acquisition subject to the following conditions: (1) The interest cannot be revocable; (2) The value can be supported through standard appraisal techniques; (3) Recreation can be demonstrated as the primary purpose of the acquisition. Acquisition of leases is not eligible.
- c. Projects which do not contribute directly to general public outdoor recreation as determined in the GENERAL STATE PRIORITIES and PRIORITY NEEDS ASSESSMENT are ineligible.

L&WCF administration is subject to all applicable state and federal statutes, rules, ordinances, and requirements.

Project Sponsors and all contractors will be required to comply with all federal and state laws pertaining to equal opportunity employment, civil rights, competitive bidding and contracting procedures, acquisition procedures, etc.

#### CONTRACTS (PROJECT AGREEMENT)

Following acceptance of the federal application, project sponsors will be required to execute a project agreement (contract) with IDPR covering the terms of the LWCF Program provided below. The application information you provide will constitute the specific terms of this agreement. Breach of this agreement during the project may result in a demand for the return of the funds involved and the termination of future financial assistance available under this program. After the project is completed, breaking the agreement will result in replacing the facility or correcting the damage at the project sponsor's expense.

It is important that the sponsor clearly understand that this agreement will obligate them to a perpetual commitment to the IDPR for this project.

#### PROJECT TIME LIMITATIONS

The Idaho Department of Parks and Recreation Board has established a policy which limits projects to a period which encompasses two work seasons.

If there is no significant physical development on the project site within one work season after the project is approved, funds for the project can be withdrawn.

#### HANDICAPPED ACCESS

All completed facilities must reasonably provide handicapped access and features which comply with the "Uniform Federal Accessibility Standards." Failure to adequately provide handicapped access is the most common factor delaying reimbursement.

Sponsors are expected to give all individuals the opportunity to use public facilities. Plans for handicapped accessibility must be clearly shown on all application materials. If a specific scope element is not going to be accessible a clear explanation must be made in the application.

#### PARK/SCHOOL PROJECTS

Projects must be clearly designed and located to primarily meet identified needs for general public outdoor recreation. They, secondarily, may provide a school district's outdoor education, physical education and recreation facilities. Facilities to be used for varsity athletics are ineligible.

#### LEGAL DOCUMENTS

You will be required to submit and have approved all deeds, title insurance policies, leases, appraisals, etc. Difficulties in property ownership are a primary reason many projects are denied. Please be specific on these matters.

### TITLE REQUIREMENTS

The L&WCF program includes a requirement that sponsors own or exercise control over properties to be developed with assistance from the fund. This can be done through outright ownership or through an easement.

Regardless of whether the project is to acquire or develop property, it is necessary to inquire about the current status of the property at the time of the application. This requirement is satisfied by the issuance of an opinion from the Office of the Attorney General. The Attorney General's review is based on the title documents provided in the application. Generally, a current title policy is the preferred document on which to base an opinion concerning ownership and restrictions or outdoor recreation.

If a title policy exists but is not current, clarification may be necessary. This can be accomplished inexpensively by contracting with a title company for a "lot book search." A "lot book search" will reveal the ownership of a parcel and all recorded interests as of the date of search. It provides no title guarantees. It is most useful when there is already a title policy in effect prior to application.

There are other methods of reviewing title for L&WCF purposes besides use of a title policy in conjunction with a "lot book search." Opinion letters by the project sponsor's attorney may be issued based on other documentation when appropriate as determined by IDPR.

The cost of a title policy is not reimbursable.

### DESCRIPTION OF PROPERTY AND APPLICABILITY

You will be required to establish project boundaries based on the title information provided in your application. All lands immediately adjacent to this site which are designated as recreational must be identified as being within the project boundaries. A final determination will be made during a pre-award inspection. All L&WCF requirements will pertain to the total facility and all future developments.

Upon completion of the project and before final reimbursement you will be required to provide an "as built" map, and a written project summary.

### ENCUMBRANCES

(See TITLE REQUIREMENTS)

Property rights obtained with L&WCF assistance must be free of all reservations or encumbrances which would limit the use of the site disproportionate to the public benefit.

## TITLE RESTRICTIONS

After you have taken title to the property and before you apply for final reimbursement, all property affected by the grant must be dedicated to outdoor recreation use in perpetuity by a recorded “Deed of Right to Use Land for Public Recreation Purposes.”

## PROJECT RECORDS

The project sponsor must maintain project records for three years after final payment. The material shall be maintained beyond the required three-year period if audit findings have not been resolved. The project sponsor must maintain property records in perpetuity.

## 02. FUNDING

### PARTICIPANT’S MATCHING SHARE

Project sponsors must provide, as matching share, the balance of a project’s cost (up to 50%). Project sponsors share can be local funds, state funds, force account or donation of privately owned lands.

### USE OF OTHER GRANTS AS MATCH

State grants may be used as the sponsor’s matching share. However, the grant must be approved prior to being listed as a source of financing the project in the application. The sponsor may obligate city funds to the grant in the application and then change this obligation once a grant is approved during the project. This must be done through a written request to IDPR.

### REIMBURSEMENT

This is a reimbursement program. Sponsors will be required to initially finance 100% of the project.

On projects of less than \$100,00 (\$50,000 matching share) the project sponsor must assume the full cost of the project of which 50% will be reimbursed.

For projects with a total cost of more than \$100,000 (\$50,000 matching share) partial reimbursements may be negotiated prior to the signing of the project agreement. A total of 50% of the eligible cost of each billing will be reimbursed. Partial reimbursement by IDPR shall never exceed the cash expended on the project. Sponsors will not be permitted to use (In-Kind) contributions, or donated real property for partial reimbursement. A 25% hold back will be made on all partial reimbursement which is payable at the completion of the project.

To receive total reimbursement, the project must be completed according to the project agreement and receive an approved final inspection and audit. Sponsors should not plan to use L&WCF reimbursement as “seed money.”



Specific recreation scope elements will be provided as part of the project agreement. These scope elements are determined from the application information you submit. It is the project sponsor's responsibility to manage total project costs. You will be responsible to complete the project as outlined in the project agreement and for any additional costs over the approved project amount. Limited cost increases may be available but should not be anticipated.

Costs for operation and maintenance are not reimbursable under this program. Preliminary costs to acquire property, including appraisals, appraisal reviews, surveys, and legal fees, are not eligible.

#### RETROACTIVE COST REIMBURSEMENT

Costs for planning, design or engineering incurred prior to project approval are eligible provided they are undertaken by qualified professionals, they are listed on the application, and they are accepted as part of the project.

These costs may not exceed approximately 12% of the total project cost and will be reimbursed on specific billings at the completion of the project.

#### CASH AS MATCHING SHARE

Cash as matching share, and willingness to contract for development is most desirable for meeting the 100% funding with 50% reimbursement requirement.

#### FORCE ACCOUNT AS MATCHING SHARE

All, or a portion of the project sponsor's share can be provided through force account (i.e. use of sponsor's staff and equipment) when such contributions are verifiable from the project sponsor's records, are not included as contributions for any other IDPR (and some federal) programs, and are necessary and reasonable for proper and efficient accomplishment of the project.

#### DONATED REAL PROPERTY AS MATCHING SHARE

(See ACQUISITION, TITLE REQUIREMENTS, REIMBURSEMENT)

- a. The value of privately owned donated real property may be used as a portion of or all of the participant's matching share of an approved project when the transfer of title to the project sponsor has not been accomplished prior to the execution of the project contract, unless such action has been previously approved by the IDPR.
- b. The donation must consist of real property which would normally qualify for L&WCF funding.

- c. The value of the donation must be established by an IDPR approved appraisal. Any portion of the value of the donation not utilized by the participant for matching in the project is not available for subsequent projects. The amount of donation that is eligible for matching funds is the value of the land up to the limit of the local agency's share of the project.

#### IN-KIND CONTRIBUTIONS AS MATCHING SHARE

IDPR encourages the use of cash matches for this funding cycle.

### 03. ACQUISITION PROJECTS

Do not take title to property until IDPR gives you written approval. Failure to comply with any requirements may result in a loss of reimbursement.

#### PUBLIC LAW 91-646

All acquisition with fund assistance must comply with the applicable provision of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646).

#### REFERENCE MATERIALS

If you are to acquire land or property, request the following from IDPR and carefully review:

Acquisition Guidelines Booklet and the Appraisal Guidelines Booklet.

#### ACQUISITION OF LAND WITHOUT DEVELOPMENT

L&WCF does not normally fund land acquisition without development. However, the program will consider projects where the acquisition will provide a recreational opportunity. An example would be the acquisition of private waterfront property with some existing development.

#### APPRAISAL REQUIREMENTS

- a. All approved acquisition projects require an appraisal report and an IDPR review based on property title as provided in the application. The value of all property to be donated and/or acquired is determined by an appraisal report and a state review. Generally, only this value can be used as your match and you will be responsible for any difference in the appraised value and your share of the project match identified on your application. (See ACQUISITION COSTS EXCEEDING FAIR MARKET VALUE)
- b. All costs related to acquisition, such as appraisals and reviews, are not eligible under L&WCF. Appraisal packets are available from IDPR.

## ACQUISITION OF STRUCTURES

Structures which are proposed to be retained and are incidental to the land are eligible for IDPR matching funds if they are to be used primarily to support outdoor recreation activities. The anticipated use must be clearly identified so that the IDPR may exercise reasonable judgment in determining the eligibility of the structure for funding assistance.

## ACQUISITIONS INVOLVING NON-RECREATION USE

Lands acquired with L&WCF assistance are immediately dedicated to public outdoor recreation. Therefore, the public cannot be denied use of the land between the acquisition and planned development of the property. In some instances during this period the temporary continuation of non-recreation uses of L&WCF assisted areas may be appropriate if not at the expense of long-term public use. Continuation of existing non-recreation uses must be approved by the IDPR. When approved by the IDPR the use will be phased out within three years from the date of the acquisition.

Life estates, whereby an owner is allowed to use the property to the end of his/her life, are an allowable non-recreation use provided the following conditions are met: (1) The life estate should not totally limit public use of the site, (2) The value of the life estate is not included within the total project cost as established through acceptable appraisal techniques, and (3) The life estate provisions are approved by the IDPR.

## ACQUISITIONS INVOLVING COMPATIBLE MULTIPLE USES

Non-recreation uses such as timber management, grazing, and other natural resource uses may be carried out on lands acquired with L&WCF assistance if they are clearly compatible with and secondary to recreation use and are approved by IDPR prior to execution of the project contract. (See USAGE)

## ACQUISITION COSTS EXCEEDING FAIR MARKET VALUE

An approved appraisal is the acceptable estimate of property value. The negotiation between a willing seller and a willing buyer may set a price that is higher than the appraisal, and this market place value can be considered along with the appraised value in establishing the reasonable limits of assistance. If the project sponsor believes that the negotiated price is a better indication of market value, yet it is higher than the appraised value, a detailed and well-documented statement of this difference must be submitted together with a formal request for a cost increase. Limited cost increases may be available but should not be anticipated.

## ACQUISITION OF PUBLICLY OWNED LANDS

The cost to the project sponsor of land purchased from another public agency is generally not eligible for matching assistance.

## DONATION OF PROPERTY—IDAHO FOUNDATION FOR PARKS AND LANDS

Donated land to be used as matching share must be identified in the application and must be approved by IDPR prior to signing the local agreement. (See Guidelines for In-Kind Contributions in the Land and Water Conservation Fund Program)

Individuals may wish to donate land to the Idaho Foundation for Parks and Lands who will hold the land on an interim basis until an L&WCF application is complete. Project sponsors should contact IDPR staff for further information.

### 04. DEVELOPMENT PROJECTS

Do not begin construction or bid projects until IDPR give your written approval! Failure to comply with any requirements may result in a loss of reimbursement.

#### SITE PLANS

Detailed site development plans and drawings which clearly indicate the extent of development of all scope elements, all support facilities and handicapped access must be submitted in the application phase. Costs are eligible for reimbursement provided they are listed on the application and the project is subsequently approved for funding.

#### DEVELOPMENT “WITHOUT” L&WCF ASSISTANCE

All scope elements considered in a project application and reviewed by the evaluation committee must be completed by the sponsor within a designated time frame. The sponsor is responsible for completing the project as contracted with the IDPR.

#### SUPPORT FACILITIES

Facilities such as restrooms, irrigation systems and parking lots being developed alone are considered support facilities and are ineligible. However, when these types of facilities are developed jointly with outdoor recreation facilities they are eligible. For example, a ball field developed together with a restroom, parking lot and bleachers would be considered a single use facility. Add a picnic area and a tot lot and it would be considered multipurpose. (See DEFINITIONS, GENERAL STATE PRIORITIES and PRIORITY NEEDS ASSESSMENT).

Please consider support facilities in your project. Applications which do not show adequate support facilities will not be considered.

### 05. PROJECT MANAGEMENT AND POST COMPLETION MANAGEMENT

#### INSPECTIONS

All projects are subject to the following inspections:

- a. Preaward – Property will be reviewed for suitability for the intended purpose. Specific areas are often addressed which require correction during construction. The determination of applicable surrounding recreational properties to be dedicated into perpetuity will be done in this phase.
- b. Progress – Project development will be reviewed for compliance to the project agreement to authorize final reimbursement.
- c. Final – Acquisition and construction will be reviewed for compliance to the project agreement to authorize final reimbursement.
- d. Post Completion – Periodic inspections are conducted to monitor the project sponsor's operation of the completed project. Three major concerns often encountered are maintenance, continued handicapped accessibility and converted use.

### SIGNAGE

Beginning with Federal approval the project sponsor will be expected to display a sign at all entrances to the project site acknowledging the use of L&WCF. Signs are available from IDPR.

### USAGE

Facilities must be kept open for public use at reasonable hours and times of the year. Preferential reservation, membership or annual permit systems are prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

Property shall be open to entry and use by all persons regardless of race, color or national origin. Discrimination is also prohibited on the basis of religion or sex.

Income generated from this facility must be directed back to its development and operation.

### CONVERSION

The congressional intent of L&WCF is for your agency and the Idaho Department of Parks and Recreation to cooperatively acquire, develop, and maintain outstanding property into perpetuity for outdoor recreation purposes. Once L&WCF is used on a project site, approval from the Director of the IDPR and the U.S. Secretary of the Interior must be obtained before any portion of the site is converted to other than public outdoor recreation use. [See CONTRACTS (PROJECT AGREEMENT)]

**IDAHO DEPARTMENT OF PARKS & RECREATION**  
**RECREATION RESOURCES BUREAU**

**LAND & WATER CONSERVATION FUND  
(L&WCF)**

**SECTION III**

**PROJECT SELECTION PROCESS**

## 01. REVIEW OF THE PROJECT PROPOSAL

Following the submittal of a project proposal, the Land and Water Conservation Fund Coordinator and the SCORP Planner will review it. Only those project proposals providing legible, complete and accurate information will be reviewed. Those project proposals which document the following will be selected for application.

- a. That the project and the property to be used in the project are eligible in terms of the L&WCF program.

The project, as proposed, must contribute to the provision and enhancement of outdoor recreation opportunities as outlined in the General State Priorities and the Needs Assessment. Land is suitable to be placed under the terms of L&WCF for perpetual recreation use.

- b. That the project sponsor has clearly demonstrated and documented their ability to complete the project as proposed and manage it into perpetuity.

This includes the financial and physical capabilities to initially finance the project and then to manage the project on a long-term basis once it is complete.

- c. That the project can compete with other proposed projects considering the existing funding levels of the L&WCF program.

Remember, you will be competing with similar projects from throughout the state. If your project is not complete, does not properly document your agency's capabilities or does not meet the program's requirements, your project stands little chance of success. In addition, projects which have no chance of meeting minimum scoring will not receive further consideration. Only those projects meeting program requirements will be selected for the application phase.

## 02. SCREENING OF APPLICATIONS

IDPR staff will screen all applications. Applications must be legible. If the sponsor fails to provide necessary or proper information or documentation, the project will not be considered.

Following this screening, projects will be asked to make a presentation to the Evaluation Committee.

## 03. PROJECT PRESENTATION AND E.C. RATING

### MINIMUM QUALIFICATIONS

A project must score four (4) points or higher on six or more criteria on the Evaluation Committee Evaluation.

### EVALUATION COMMITTEE (EC) PRESENTATIONS

A representative of your agency must appear and present the project to the EC. The EC will rate the project on the application material you have presented –additional materials will not be allowed. All presentations are informal and are scheduled for a maximum of 30 minutes. This includes the time needed for the EC to rate your project. The following is the format used for sponsor presentations:

- a. Introduction to the EC by IDPR staff.
- b. Fifteen minutes will be allowed for you to acquaint the EC with the project.  
Note: The EC will have copies of your application materials and maps.
  - 1) An explanation may be given to any area in the application materials which you feel needs clarification.
  - 2) Slides may be shown. A Kodak carousel slide projector will be available. Sponsors must organize slides in a standard carousel tray prior to the meeting. A one-page narrative must accompany the slides and be submitted at the meeting.
- c. Five to ten additional minutes will be allowed for the committee's questions and discussion.
- d. Five minutes are given to the EC review and project rating.

If you plan not to make a presentation or attend the EC meeting, you must contact the L&WCF Coordinator in writing one month prior to the EC meeting.

### EVALUATION COMMITTEE RATING CRITERIA

Your application will be used by the EC to understand your project and commitment in relation to these criteria. You will be asked to provide a 100-word narrative on each of these criteria.

Projects are evaluated and awarded from 1 to 8 points on each of the following criteria, with 8 being high and 1 being low. If sufficient information does not exist in your application for a specific item, the project will be rated zero for the item. To qualify for funding, a project must score four (4) points or higher on six or more criteria.

1. Degree to which project is in keeping with the intent of the L&WCF.



(The purpose of the Land and Water Conservation Fund is to conserve property for outdoor recreation purposes into perpetuity.)

2. Degree to which project benefits the public in general.

(How does the sponsor's project specifically meet the General State Priorities?)

3. Degree to which the applicant does or will control the project site.

- a. What is the legal status of the present land ownership?
- b. What type of title presently exists?
- c. Who owns this title and how does the sponsor plan to acquire possession of this land?
- d. What type of restrictions is listed on the title?

(The sponsor's "lot book search" and/or title policy may be used for documentation. A deed will not be considered sufficient documentation.)

4. Degree to which benefits compare with project costs.

(The sponsor is getting the best value for the dollar. Cost estimates are based on the project drawings and cost estimates are reasonable.)

5. Degree to which the property is suitable for intended use.

(Is site or terrain suitable for this project?)

6. Degree to which design is suitable for proposed facilities.

7. Degree to which the area is accessible for the intended use.

8. Degree (length, amount, percentage) to which the facility will encourage handicapped accessibility beyond minimum requirements.

9. Degree of time the facility will be open and usable for outdoor recreation.

10. Degree to which sponsor is able to finance 100% of development costs.

(What source of funds does the sponsor plan to use to complete the project?  
[Remember: L&WCF will only reimburse for 50% of eligible costs paid, up to the approved award amount and the sponsor cannot depend on L&WCF reimbursement for "seed money"].

Will the project be undertaken by contract, force account, In-Kind (donations), or a combination of the three?)

11. Degree of sponsor's financial commitment for annual operation and maintenance.

(Operation and maintenance of the completed facility will be the sponsor's responsibility. How does the sponsor propose to fund these costs?)

#### 04. STAFF RATING CRITERIA

##### MINIMUM QUALIFICATIONS

A project must score minimum points as follows:

Five (5) points or more in the General State Priorities.

Sixteen (16) points or more in the Implementation of the Needs Assessment.

Fifteen (15) points or more in the Local Park and Recreation Plan.

Fifteen (15) points or more in the Supplemental.

##### STAFF RATING CRITERIA

After each L&WCF application has been presented to and rated by the EC, the IDPR staff evaluates the application. Points are awarded from each of the sections which follow, resulting in a total point score.

##### GENERAL STATE PRIORITIES – Total Possible Points = 25

25 Points		Development of General Recreation Resource Multiuse on undeveloped L&WCF property
20	“	Acquisition and Development of General Recreation Resource Multiuse.
15	“	Development of General Recreation Resource Multiuse.
	“	Acquisition & Development of Recreation Access.
	“	Development of a Single Use Area on undeveloped L&WCF property.
10	“	Acquisition & Development of Single Use Area.
5	“	Development of a Single Use Area.
	“	Acquisition of additional property immediately adjacent to developed L&WCF site.

##### NEEDS ASSESSMENT – Total Possible Points = 40

The preapplication will be evaluated to determine the primary and secondary activity/facility with scores determined by applying the future Facility and Opportunity Needs Assessment for specific counties found on pages 13 through 18.

Primary Activity/Facility \_\_\_\_\_ (Possible points = 25)

Secondary Activity/Facility \_\_\_\_\_ (Possible points = 15)

TOTAL \_\_\_\_\_

## FUTURE FACILITY AND OPPORTUNITY NEEDS ASSESSMENT

### REGION 1: Boundary, Bonner, Kootenai, Benewah, Shoshone

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Sport/Playfields	8.7	25	15
Playgrounds	8.5	20	12
Picnic Areas	8.6	20	12
Court Games	7.4	20	12
Swimming Pools	6.2	15	9
Bicycle Paths	5.2	15	9
Golf Courses	5.0	15	9
R.V. Camp Sites	4.9	15	9
<u>Natural Resources (Land Based)</u>			
Picnic Areas	8.5	25	15
Tent Camps (Trails)	7.4	25	15
Tent Camps (Road)	5.9	15	9
R.V. Camp Sites	5.4	15	9
R.V. Dump Stations	4.8	15	9
Sports Access (Hunting)	4.3	15	9
Downhill Skiing	3.0	5	3
<u>Natural Resources (Water Based)</u>			
Swimming Beaches	7.3	25	15
Sports Access (Fishing)	6.2	20	12
Boat Launch Ramps	5.9	20	12
Boat Docks With Ramps	5.8	15	9
Launch Site Camps	5.7	15	9
Floating Access	5.4	15	9
Ski Docks	5.1	15	9
Limited Marina	4.7	15	9
<u>Trail Based Facilities</u>			
Hiking Trails	8.0	25	15
Trail Head (Parking)	7.8	20	12
Nature/Interpretive Trails	7.5	20	12
Equestrian Trails	6.7	15	9
Exercise/Jog Trails	5.8	15	9
Cross Country Ski Trails	4.2	10	6
Snowmobile Trails	3.4	5	3
O.R. Motorcycle Trails	2.0	5	3

REGION 2: Latah, Clearwater, Nez Perce, Lewis, Idaho

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Picnic Areas	8.6	25	15
R.V. Camp Sites	6.1	15	9
Playgrounds	6.0	15	9
Sports/Playfields	5.7	15	9
Swimming Pools	5.4	15	9
Bicycle Paths	4.8	15	9
Court Games	4.8	15	9
Golf Course	4.2	15	9
<u>Natural Resources (Land Based)</u>			
Picnic Areas	7.9	25	15
Tent Camps (Road)	7.2	20	12
Tent Camps (Trails)	7.1	20	12
R.V. Camp Sites	6.5	15	9
R.V. Dump Stations	6.1	15	9
Sports Access (Hunting)	4.5	15	9
Downhill Skiing	2.9	5	3
<u>Natural Resources (Water Based)</u>			
Sports Access (Fishing)	8.7	25	15
Launch Site Camps	7.0	20	12
Floater's Access	6.7	20	12
Launch Ramps	6.2	15	9
Launch Site Docks	6.2	15	9
Swimming Beaches	5.8	15	9
Limited Marina	5.5	15	9
Ski Docks	3.6	10	6
<u>Trail Based Facilities</u>			
Nature/Interpretive Trails	8.2	25	15
Hiking Trails	7.8	25	15
Trail Head (Parking)	7.6	20	12
Snowmobile Trails	7.4	20	12
Equestrian Trails	7.3	20	12
Exercise/Jog Trails	5.1	10	6
Cross Country Ski Trails	3.9	5	3
O.R. Motorcycle Trails	1.9	5	3

REGION 3: Adams, Ada, Elmore, Valley, Gem, Owyhee, Washington, Canyon, Payette, Boise

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Picnic Areas	8.5	25	15
Playgrounds	8.4	20	12
Sports/Play fields	7.0	15	9
Swimming Pools	6.1	15	9
Court Games	5.7	15	9
Bicycle Paths	5.5	15	9
Golf Courses	5.1	15	9
R.V. Camps	4.8	15	9
<u>Natural Resources (Land Based)</u>			
Picnic Areas	8.6	25	15
Tent Camps (Trails)	7.4	25	15
Tent Camps (Road)	6.3	15	9
R.V. Camp Sites	5.5	15	9
R.V. Dump Stations	4.7	15	9
Sports Access (Hunting)	4.0	10	6
Downhill Skiing	3.8	5	3
<u>Natural Resources (Water Based)</u>			
Swimming Beaches	6.7	20	12
Sports Access (Fishing)	6.1	20	12
Floating Access	5.5	20	12
Launch Site Camps	5.3	15	9
Launch Ramps	4.9	15	9
Ski Docks	4.8	15	9
Launch Site Docks	4.7	15	9
Limited Marina	4.0	10	6
<u>Trail Based Facilities</u>			
Hiking Trails	7.8	25	15
Exercise/Jog Trails	7.7	25	15
Trail Head (Parking)	7.6	20	12
Nature/Interpretive Trails	7.5	20	12
Equestrian Trails	6.5	15	9
Cross Country Ski Trails	4.7	10	6
Snowmobile Trails	3.7	5	3
O.R. Motorcycle Trails	2.7	5	3

REGION 4: Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, Cassia

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Picnic Areas	8.2	25	15
Sport Fields	7.1	20	12
Playgrounds	7.1	20	12
Swimming Pools	6.1	15	9
Court Games	6.1	15	9
Golf Courses	5.0	15	9
Bicycle Paths	4.4	15	9
R.V. Camp Sites	4.4	15	9
<u>Natural Resources (Land Based)</u>			
Picnic Areas	8.4	25	15
Tent Camps (Trail)	7.1	25	15
Tent Camps (Road)	5.8	15	9
R.V. Camp Sites	5.1	15	9
R.V. Dump Stations	4.4	15	9
Sports Access (Hunting)	4.1	15	9
Downhill Skiing	3.7	5	3
<u>Natural Resources (Water Based)</u>			
Sports Access (Fishing)	7.0	20	12
Launch Site Camps	6.5	20	12
Floater's Access	6.2	20	12
Launch Ramps	6.0	15	9
Swimming Beaches	5.9	15	9
Launch Site Docks	5.9	15	9
Limited Marina	4.8	15	9
Ski Docks	4.7	15	9
<u>Trail Based Facilities</u>			
Hiking Trails	7.7	25	15
Trail Head (Parking)	7.6	25	15
Interpretive/Nature Trails	7.3	20	12
Equestrian Trails	6.7	15	9
Exercise/Jog Trails	6.1	15	9
Cross Country Ski Trails	4.8	10	6
Snowmobile Trails	3.8	5	3
O.R. Motorcycle Trails	2.2	5	3

REGION 5: Bingham, Power, Bannock, Caribou, Oneida, Franklin, Bear Lake

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Picnic Areas	8.3	25	15
Sport Fields	6.9	15	9
Playgrounds	6.8	15	9
Swimming Pools	6.5	15	9
Court Games	5.9	15	9
Golf Courses	5.2	15	9
R.V. Camp Sites	4.7	15	9
Bicycle Paths	4.2	15	9
<u>Natural Resources (Land Based)</u>			
Picnic Areas	8.3	25	15
Tent Camps (Trail)	7.8	25	15
Tent Camps (Road)	6.3	15	9
R.V. Camp Sites	5.2	15	9
Sports Access (Hunting)	4.9	15	9
R.V. Dump Stations	4.8	15	9
Downhill Skiing	3.7	5	3
<u>Natural Resources (Water Based)</u>			
Swimming Beaches	6.7	20	12
Sports Access (Fishing)	5.9	20	12
Floating Access	5.6	20	12
Launch Site Camps	5.2	15	9
Ski Docks	5.0	15	9
Launch Site Docks	4.9	15	9
Launch Ramps	4.8	15	9
Limited Marina	4.1	15	9
<u>Trail Based Facilities</u>			
Hiking Trails	8.2	25	15
Trail Head (Parking)	7.9	25	15
Interpretive/Nature Trails	7.0	15	9
Exercise/Jog Trails	6.1	15	9
Equestrian trails	6.0	15	9
Cross Country Ski Trails	4.5	10	6
Snowmobile Trails	3.4	5	3
O.R. Motorcycle Trails	2.2	5	3



REGION 6: Lemhi, Custer, Butte, Clark, Jefferson, Fremont, Madison, Teton, Bonneville

	PRIORITY NEEDS INDEX	PRIMARY ACTIVITY POINTS	SECONDARY ACTIVITY POINTS
<u>FACILITY/OPPORTUNITY</u>			
<u>Urban/Community Based</u>			
Picnic Areas	8.3	25	15
Swimming pools	7.0	15	9
Playgrounds	5.6	15	9
Sport Fields	5.5	15	9
R.V. Camp Sites	5.3	15	9
Court Games	4.6	15	9
Bicycle Paths	4.3	15	9
Golf Courses	3.9	10	6
<u>Natural Resources (Land Based)</u>			
Picnic Areas	8.5	25	15
Tent Camps (Trail)	7.0	20	12
Tent Camps (Road)	6.7	15	9
R.V. Camp Sites	5.8	15	9
R.V. Dump Stations	5.1	15	9
Sports Access (Hunting)	5.0	15	9
Downhill Skiing	3.1	5	3
<u>Natural Resources (Water Based)</u>			
Swimming Beaches	6.9	20	12
Sports Access (Fishing)	6.7	20	12
Floating Access	6.4	20	12
Launch Site Camps	6.0	15	9
Launch Site Docks	5.4	15	9
Ski Docks	5.4	15	9
Launch Ramps	5.3	15	9
Limited Marina	4.3	15	9
<u>Trail Based Facility</u>			
Trail Head (Parking)	7.8	25	15
Hiking Trails	7.6	25	15
Interpretive/Nature Trails	7.4	20	12
Equestrian Trails	6.7	15	9
Exercise/Jog Trails	4.7	15	9
Cross Country Ski Trails	3.8	5	3
Snowmobile Trails	3.1	5	3
O.R. Motorcycle Trails	2.6	5	3

WETLANDS ACQUISITION - Total possible Points = 35

The 1987 Idaho Wetlands Conservation Priority Plan provides a process that identifies wetlands that should receive priority attention for acquisition, particularly through allocation of L&WCF monies. The process assesses wetlands values and losses and provides evaluation criteria to be used in making wetlands acquisition determinations. Any wetland site proposed for acquisition which is included in the established priority wetlands list would receive 35 points.

LOCAL PARK AND RECREATION PLAN – Total Possible Points = 35

The project is specifically identified within a comprehensive park and recreation plan that has been adopted by sponsor's elected officials within the last five years. (10 points)

The project, as submitted, conforms to professional design standards. (20 points)

Projects which have public meeting(s) for input on the proposed project. Documentation for this includes advertisement for the meeting in the local paper, a copy of the signatures of those attending, and a summary of comments. (5 points)

SUPPLEMENTAL – Total Possible Points = 30

There is a demonstrated commitment by the sponsor of funds or staff to execute the project. (15 points)

Or

The sponsor will acquire property through donation and there is a demonstrated commitment by the sponsor of funds or staff to operate and maintain the completed area. (10 points)

Deed and title is clear of liens and conveyances. (5 points)

SPONSOR'S PAST HISTORY – Total Possible Points = Minus 45

Sponsor's past history shows uncorrected poor maintenance, failure to complete a previous grant as proposed, or has an outstanding unauthorized conversion.

MISCELLANEOUS – Total Possible Points = Minus 10

The project could generate sufficient income to retire a development bond or is unfair competition to the private sector.

05. COMBINATION OF E.C. RATING AND STAFF RATING

The evaluation committee score and the staff evaluation will be combined to formulate a priority recommendation to the Idaho Parks and Recreation Board for the proper use of available Land and Water Conservation Funds. Criteria for both evaluations are discussed below.

06. IDPR BOARD REVIEW

Once all projects have been rated, they are placed by priority on a list for large communities, small communities (5000 population and less) or state projects. Priority ratings are presented to the board.

07. NPS REVIEW

When a project is approved by NPS the announcement is made by one of the state's congressional delegation following notification from the IDPR. All appraisals, title and deed work will be finalized prior to submitting a project to the NPS.

08. PROJECT APPROVAL

Project sponsors may begin a project once they have written notification from IDPR.

**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
**RECREATION RESOURCES BUREAU**

**LAND & WATER CONSERVATION FUND**  
**(L&WCF)**

**SECTION IV**

**PROJECT PROPOSAL AND FORMS**

## PROJECT PROPOSAL INSTRUCTIONS

If your project has the potential to receive funding, complete the attached project proposal and provide it, along with any other necessary materials, to IDPR. The information requested here is necessary for IDPR to clearly understand your project, evaluate it, and to help you organize an application for funding. It is crucial that your project proposal is complete.

The L&WCF program has the potential for several types of projects. A typical project includes acquisition of land by fee simple purchase and/or development with a cash match. Special consideration must be taken if your project varies from this. If so, contact IDPR for additional documentation.

READ AND FOLLOW THE DIRECTIONS CAREFULLY.

Please type answers to all questions directly on the proposal forms and use only the forms provided in this project proposal packet. Any edited or revised forms will be returned to the applicant and the proposal will not be considered.

Please staple your project proposal forms together in the upper left hand corner. **DO NOT BIND THE PACKET IN ANY OTHER WAY.**

If you need additional space, attachments may be made. Please provide attachments on 8½” x 11” white paper. Be sure to properly reference attachments in the text of the individual question. Label each additional attachment page in the upper right hand corner with the number of the corresponding question. Example “question #3”

Staple all attachments together in the top left hand corner in the order they were in the original question. Do not attach them to the project proposal forms.

Do not fold or roll your project proposal forms or attachments. Maps or drawings may be folded to 8½” x 11”. Please send all information flat in an 8½” x 11” or larger envelope.

We encourage you to contact us with any questions you may have. Questions concerning this booklet or any aspect of the program should be directed to:

Idaho Department of Parks and Recreation  
Land & Water Conservation Fund Coordinator  
(208) 334-4199

Or:  
P. O. Box 83720  
Boise ID 83720-0065

Or for overnight mailing:  
5657 Warm Springs Avenue  
Boise ID 83716

**LATE PROJECT PROPOSALS WILL NOT BE ACCEPTED.**

01. PROJECT PROPOSAL FORMS

PLEASE TYPE

PROJECT TITLE: (36 characters or less)

\_\_\_\_\_

Official name of the proposed project.

SPONSOR'S NAME:

\_\_\_\_\_

PHONE: Work:

\_\_\_\_\_

Home (optional):

\_\_\_\_\_

Political subdivision who will have jurisdiction over the property and its development and later be responsible for operation and maintenance.

MAILING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C.E.O. NAME:

\_\_\_\_\_

C.E.O. TITLE

\_\_\_\_\_

Sponsor's Chief Executive Officer: Mayor, President of County Commission, City Manager, Director of a State Agency, Superintendent of Schools.

CONTACT PERSON:

\_\_\_\_\_

PHONE: Work:

\_\_\_\_\_

Home (optional):

\_\_\_\_\_

Individual designated by sponsor to manage project proposal. This person should have complete knowledge of project: bookkeeping, telephone calls, project schedule, etc. This person must be available to communicate with IPDR staff. It is strongly recommended that the same person complete the entire process from the project proposal to the actual land acquisition and development.

MAILING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing address where all communication should be sent.

02. PROJECT DESCRIPTION

A. PROJECT TYPE: ☐ Acq. ☐ Dev. ☐ Redev. ☐ Comb. Acq. & Dev.

Identify whether project involves acquisition of land, new development, redevelopment of an existing facility, or a combination of acquisition and development.

B. IS FACILITY PART OF OR ADJACENT TO ANOTHER RECREATION FACILITY? ☐ Yes ☐ No

C. IS FACILITY A FORMER L&WCF PROJECT? ☐ Yes ☐ No If yes, please list project number 16-\_\_\_\_\_

D. ELABORATE ON A& B ABOVE, AND DESCRIBE YOUR FUTURE PROJECT:

03. TARGET DATES:

Start Project: \_\_\_\_/\_\_\_\_/\_\_\_\_

Indicate the month, day and year that your agency will be prepared to begin project, if the project is funded.

Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Indicate the month, day and year your agency will complete the project based on your starting date.

04. PROPOSED COST SUMMARY:

- A. ENGINEERING AND PLANNING: \$ \_\_\_\_\_
- B. APPRAISED VALUE OF PROPERTY: Donation? \_\_\_\_\_ \$ \_\_\_\_\_
- C. ACQUISITION OF STRUCTURES: \$ \_\_\_\_\_
- D. ACQUISITION OF SUPPLEMENTAL INTERESTS: \$ \_\_\_\_\_
- E. DEVELOPMENT COST: \$ \_\_\_\_\_
- F. GRAND TOTAL: \$ \_\_\_\_\_

- A. ENGINEERING, PLANNING, AND ADMINISTRATION – list your total cost for these items. (Review RETROACTIVE COST REIMBURSEMENT). If project does not include this item, indicate with “N/A.”
- B. APPRAISED VALUE OF LAND – If this is a land acquisition project and land is to be used as a donation indicate in the space provided. Also indicate the appraised value. If project does not include acquisition, indicate with “N/A.”
- C. ACQUISITION OF STRUCTURES – If project includes buildings which must be acquired, indicate the appraised value. If project does not include this item, indicate with “N/A.”
- D. ACQUISITION OF SUPPLEMENTAL INTERESTS – If project includes supplemental interests such as easements, or mineral rights which must be acquired, indicate the appraised value. If project does not include this item, indicate with “N/A.”
- E. DEVELOPMENT COST – Indicate the cost to develop the facility as planned. If project does not include this item, indicate with “N/A.”
- F. GRAND TOTAL – Combine all of the above costs. This figure represents the total cost of this project. Your agency will be responsible for this figure in relation to the completed project as outlined in the project agreement.

05. FINANCING:

How will your agency finance the total cost of the project? Remember L&WCF money cannot be used as “seed money.” L&WCF only reimburses completed work.

Use the following terms to describe different sources of finance:



Budgeted Funds – General fund monies, etc. Cash typically is used to hire contractors or purchase supplies, material and equipment, etc.

Force Account – Refers to work performed by the sponsor's own employees, equipment, and/or materials.

Grants – Other grants your agency has received. (Note: If your agency has not actually received a grant, do not list it.)

Contracts – Please identify any work you plan to contract.

Property Donation – Refers to property that will be donated by the private sector.

Partial Reimbursement – For projects of more than \$100,000 (\$50,000 matching share) partial reimbursements may be negotiated.

In-Kind (donated) Contributions – Labor, materials and equipment donated from private sources.

**Describe each source of finance. Please be specific.**

06. PROPERTY OWNERSHIP

Identify each landowner, the property they own, and the status of their ownership (i.e. Warranty Deed, Quitclaim Deed, Easement, etc.).

If you do not own the land, what effort has been made to acquire it? Please give date of any contacts made.

Is a title policy available?    ☐ Yes ☐ No

Date of policy?        \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Has an appraisal been completed?    ☐ Yes ☐ No

Date of appraisal?        \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

07. WHAT CURRENTLY EXISTS ON THE PROPERTY?

(Any existing development, power lines, sewer or water, buildings, etc.)

If support elements such as roads, water, sewer, and power do not exist on the property, please explain how they will be provided. Also describe any changes you will make to them.

08. PROVIDE MAPS, DRAWINGS AND PHOTOGRAPHS:

Submit two 11" x 17" drawings as required below. All drawings must be folded to 8 ½" x 11." All drawings must show the direction "North."

Provide any necessary explanation on a separate sheet of white 8 ½" x 11" paper attached to the front right corner of each appropriate map or drawing.

Drawings not meeting these specific requirements will be returned and will not receive further consideration.

- A. Submit a site plan, drawn to scale, showing layout of the facility in relation to proposed project boundaries. Show bearings and distances of the project boundaries in relation to a legal landmark. All streets must be labeled, include a north arrow, etc.
- B. Submit a map that shows location of site. The location map must give sufficient detail so a person who has never been in the area before can find the site.

PROJECT PROPOSALS NOT MEETING THE SPECIFIC MAPS AND PROJECT DRAWINGS REQUIREMENTS WILL NOT RECEIVE CONSIDERATION.

09. DESCRIBE PUBLIC INVOLVEMENT:

Describe public involvement used in planning the project. Examples include public hearings, meetings, press releases, etc. Indicate dates on meetings. Who has been involved, specific key figures in community, number of people, etc. NOTE: DO NOT ATTACH EXAMPLES OR DOCUMENTS FROM THESE ACTIVITIES. (i.e. minutes, volunteer lists, etc.)

10. HOW WILL FACILITY BE MAINTAINED?

Fully explain plans for operation and maintenance of the completed facility. Provide the dollar amount to be budgeted annually by your agency to meet these costs. Describe similar maintenance responsibilities.

11. POTENTIAL PROBLEMS OR CONSIDERATIONS EXISTING ON THE SITE:

Describe potential problems that may delay acquisition, development or affect funding.

Describe environmental intrusions such as overhead power lines, ditches, garbage dumps, etc. that exist on the site.

Describe any improvements, environmental features, or rights to property (easements, etc.) which may affect safety, construction, or use of the property for outdoor recreation.

**IDAHO DEPARTMENT OF PARKS AND RECREATION**  
**RECREATION RESOURCES BUREAU**

**LAND & WATER CONSERVATION FUND**  
**(L&WCF)**

**SECTION V**

**APPLICATION INFORMATION**

## APPLICATION INSTRUCTIONS

The information requested here is necessary for the Idaho Department of Parks and Recreation (IDPR) to clearly understand your project, evaluate it, prioritize it, and eventually submit a request for funding to the National Park Service (NPS) on your behalf. IDPR does not retain project proposal information or anticipate a sponsor's application. However, if you have submitted one, it will serve as an excellent basis for completing this application.

### READ AND FOLLOW THE DIRECTIONS CAREFULLY:

Please type answers to all questions directly on the application forms provided within this application packet. Any edited or revised forms will be returned to the applicant and the proposal will not be considered.

Please staple your application forms together in the upper left hand corner. **DO NOT BIND THE PACKET IN ANY OTHER WAY.**

If you need additional space, attachments may be made. Please provide attachments on 8½" x 11" white paper. Be sure to properly reference attachments in the text of the individual question. Label each additional attachment page in the upper right hand corner with the number of the corresponding question. Example: Question #3.

Staple all attachments such as the Environmental Assessment, Evaluation Committee Comments, and Site Information or additional comments together in the top left hand corner in the order they were in the original question. Do not attach them to the application forms.

Do not fold or roll your application forms or attachments. Maps or drawings may be folded to 8½" x 11." Please send all information flat in an 8-½" x 11" or larger envelope.

If you have questions concerning this booklet or any aspect of this application process contact the Land and Water Conservation Fund Coordinator at:

(208) 334-4199

or at:

[bmiller@idpr.state.id.us](mailto:bmiller@idpr.state.id.us)

Applications can be mailed to:

Idaho Department of Parks and Recreation  
Land and Water Conservation Fund  
P. O. Box 83720  
Boise ID 83720-0065

Or for overnight mailing:  
5657 Warm Springs Avenue  
Boise ID 83716

**ALL APPLICATIONS MUST BE RECEIVED AT THE ABOVE ADDRESS BY 5:00 P.M. ON  
THE DATE SPECIFIED IN YOUR SPONSOR LETTER.**



APPLICATION FORMS

PLEASE TYPE

01. PROJECT TITLE (36 characters or less): \_\_\_\_\_

Official name of the proposed facility.

02. SPONSOR'S NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_

Political subdivision who will have jurisdiction over the property and its development and later be responsible for operation and maintenance.

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C.E.O. NAME: \_\_\_\_\_  
C.E.O. TITLE: \_\_\_\_\_

Sponsor's Chief Executive Officer: Mayor, President of County Commission, City Manager, Director of a State Agency, Superintendent of Schools.

03. CONTACT PERSON: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

Individual designated by sponsor to manage project application and development. This person should have knowledge of project details such as bookkeeping, telephone calls, maintaining project schedule, etc. This person must be available to communicate with IDPR staff. It is strongly recommended that the same person complete the entire project process.

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing address where all communication should be sent.

04. PROJECT LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of the project site. Include City and Zip Code.

## 05. PROJECT DESCRIPTION

A. PROJECT TYPE: ☐ Acq. ☐ Dev. ☐ Redev. ☐ Comb. Acq. & Dev.

Identify whether project involves acquisition of land, new development, or redevelopment of an existing facility, or a combination of acquisition and development.

B. IS FACILITY PART OF OR ADJACENT TO ANOTHER RECREATION FACILITY? ☐ Yes ☐ No If yes, please identify on the plot map (see #09 B).

C. IS FACILITY A FORMER L&WCF PROJECT? ☐ Yes ☐ No  
If yes, please list project number: 16-\_\_\_\_\_

D. ELABORATE ON A& B ABOVE, AND DESCRIBE YOUR FUTURE PROJECT:

:

## 05. TARGET DATES:

Start Project: \_\_/\_\_/\_\_

Indicate the month, day, and year that your agency will be prepared to begin project if the project is funded.

Completion: \_\_/\_\_/\_\_

Indicate the month, day, and year your agency will be prepared to complete the project based on your starting date.

06. PROPOSED COST SUMMARY:

A. ENGINEERING AND PLANNING	\$ _____
B. APPRAISED VALUE OF PROPERTY    DONATION _____	\$ _____
C. ACQUISITION OF STRUCTURES	\$ _____
D. ACQUISITION OF SUPPLEMENTAL INTERESTS	\$ _____
E. DEVELOPMENTAL COST	\$ _____
F. GRAND TOTAL	\$ _____

A. ENGINEERING, PLANNING, AND ADMINISTRATION - List total cost for these items. If project does not include this item indicate with "N/A."

B. APPRAISED VALUE OF PROPERTY – Complete cost estimate for acquisition on the following pages and attach. List total cost for these items in the space provided. If project does not include acquisition indicate with "N/A."

If land is to be used as a donation please indicate by stating yes or no in the space provided.

C. ACQUISITION OF STRUCTURES - List the total cost. If project does not include this item indicate with "N/A."

D. ACQUISITION OF SUPPLEMENTAL INTERESTS - List the total cost. If project does not include this item indicate with "N/A."

E. DEVELOPMENT COST - Complete Cost Estimate for Development on the following pages and attach. List the total cost. If project does not include this item indicate with "N/A."

F. GRAND TOTAL – Combine all of the above costs. This figure represents the total cost of your project. Your agency will be responsible for this figure in relation to the completed project as outlined in the project agreement.

## COST ESTIMATES FOR ACQUISITION

(To be filled out only if you are acquiring property)

1. Acquisition cost analysis – estimate the number of acres that will be devoted to each property and the cost of acquiring that many acres.
2. Acquisition schedule – list each parcel to be acquired under this project with a narrative describing property as shown on enclosed drawings.

The total appraised cost and total acreage on the acquisition cost analysis should equal total appraised cost and total acreage on the Proposed Cost Summary.

## ACQUISITION SCHEDULE

Parcel Number	Acreage	Appraisal Date	Appraised Value Land	Appraised Value Improvements	Total Value	*CODE
TOTAL				TOTAL		

\*Code: 1. Negotiated Purchase 2. Condemnation 3. Donation

## COST BREAKDOWN DEVELOPMENT

1. The units column will contain the number of acres, feet, etc. for each category. If the facility you propose is not listed, put it under "other."
2. Please fill out all applicable columns to avoid possible delays.

Work Season – Indicate whether each item will be done on the first or second work season. (Projects are limited to two work seasons).

\*Code: Cash (CS), Force Account (FA)

Remember: Cost estimates should include cost of material and labor for construction.

**The total estimated development cost should equal the total estimated development cost on the Proposed Cost Summary, page 20.**

ITEM	NO. OF UNITS	COST/ UNIT	TOTAL COST	WORK SEASON	* CODE
I. Scope Elements					
Tent Sites	Each				
Trailer/Camper Site	Each				
Picnic Site	Each				
Group Shelter	Each				
Baseball/Softball Field	Each				
Football/Soccer Field	Each				
Tot Lot	Each				
Tennis Court	Each				
Multi-Purpose Court	Each				
Trap/Skeet Field	Each				
Archery Range	Each				
Golf Course	# Holes				
Driving Range	Each				
Swimming Pool	Each				
Wading Pool	Each				
Beach	Miles				
Launch Ramp	Each				
Hiking Trail	Miles				
Horse Trail	Miles				
Bicycle Trail	Miles				
Motorized Trail	Miles				
Nature Trail	Miles				

OVER

<b><u>ITEM</u></b>	<b><u>NO. OF UNITS</u></b>	<b><u>COST/ UNIT</u></b>	<b><u>TOTAL COST</u></b>	<b><u>WORK SEASON</u></b>	<b><u>* CODE</u></b>
Ski Lift	Each				
Ski Slope	Acres				
Ski Jump	Each				
Sled Run	Each				
Ice Rink	Each				
Stream Improvements	Miles				
Other: (Explain)					
II. Support Elements					
Site Improvement	Acres				
Landscaping	Acres				
Fencing	Feet				
Sewer System	Feet				
Comfort Station	Each				
Maint/Stor Admin Bldg	Each				
Roads	Miles				
Parking	Spaces				
Electrical System	Feet				
Water System	Feet				
Signs					

\*Code: Cash (CS), Force Account (FA)

TOTAL \_\_\_\_\_

#### 07. EXPLAIN FINANCING:

How will your agency initially finance the total (100%) cost necessary to complete this project? Land and Water Conservation Fund money will only be used to reimburse you for eligible, completed work that you have paid for.

Use the following terms to describe what sources of finance you will use before you are reimbursed by L&WCF:

Budgeted Funds – General fund monies, etc. Cash typically used to hire contractors or purchase supplies, material and equipment, etc.

Contracts – Please identify any work you plan to contract.

Force Account – Refers to work performed by the sponsor's own employees, equipment and/or stock materials.

Property Donation – Refers to property that will be donated by the private sector.

Grants – Other grants your agency has received. (Note: If your agency has not actually received a grant, do not list it.)

Partial Reimbursement – For projects of more than \$100,000 (\$50,000 matching share), partial reimbursements may be negotiated.

In-Kind (donated) Contributions – Labor, materials and equipment from private sources.

**Describe each source of finance. Please be specific.**

What is the amount of the grant you are requesting from L&WCF (50% or less)?

\$ \_\_\_\_\_

If you are requesting less than 50% reimbursement or will develop certain facilities without L&WCF assistance, please explain here.

Has an appraisal been completed? ☐ Yes ☐ No

Date of appraisal? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

08. WHO OWNS PROPERTY?

If you currently own property, what type of ownership do you have – Warranty Deed, Quick Claim, Easement, etc.?

\_\_\_\_\_

When did you take ownership? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If you do not own property, who owns property? What effort has been made to acquire property? Please give date of any contacts made.

**Provide one copy of a current title policy.** Complete and attach the following page to the front of the policy.

Date of policy? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## DECLARATION OF RESTRICTIVE COVENANT

In consideration of the receipt of the Land and Water Conservation Fund monies which will be used to acquire and/or develop the real property described in the attached title policy:

### IDENTIFY TITLE POLICY

and incorporated herein by this reference,

\_\_\_\_\_  
Name of Project Sponsor

hereby covenants that the described real property shall not be converted from public outdoor recreation use without the prior consent of the Idaho Department of Parks and Recreation, its successors and assigns, and the United States Department of the Interior, National Park Service, its successors and assigns.

NAME OF AGENCY:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
C.E.O. NAME

\_\_\_\_\_  
TITLE

Witness:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

Recorded:

09. PROVIDE MAPS, DRAWINGS:

Submit two 11" x 17" drawings as required below. All drawings must be folded to 8-1/2" x 11." All drawings must show the direction "north." Larger drawings will be provided.

Provide any necessary explanation on a separate sheet of white 8-1/2" x 11" paper attached to the front right corner of each appropriate map or drawing.

Drawings not meeting these specific requirements will be returned and will not receive further consideration.

- A. Submit a map which shows location of site. Site map must give sufficient detail so site can be found by a person who has never been in the area.
- B. Submit a drawing showing the layout of project property in relation to legal ownership and other properties. Identify a beginning point (legal landmark) and show bearings and distances on the project boundaries. Identify any adjacent property which currently may be or is proposed to be in recreation use. Draw to scale. Include a bar scale or metes and bounds for measuring.

Show the location of and label all existing facilities "existing" (include power lines, water lines, sewer lines, etc.). Facilities that will be developed with L&WCF assistance should be shown and labeled "new." Any other facilities that will be developed without L&WCF assistance should be labeled "proposed."

- C. Submit the preliminary architectural design, floor plan or layout for each proposed scope element/structure to be developed as part of the project. Be certain that your plans conform to the requirements of the Architectural Barriers Act.

Please make sure your project boundaries and title description are the same and are shown correctly on your drawings.

Remember many of your costs for planning, design or engineering incurred prior to project approval are eligible provided they are listed on the application, are undertaken by qualified professionals and the project is funded.

10. COMPREHENSIVE PLAN WITH A RECREATION COMPONENT

Submit a copy of local comprehensive planning documents. The comprehensive plan must be current within five years, adopted by the agency sponsor's governing body and must address this specific project.

- ☐ Check if plan does not exist or it is not eligible.

11. DESCRIBE PUBLIC INVOLVEMENT:

Outline public involvement used in planning the project. List below public hearings, meetings, press releases, etc. Indicate dates of meetings, who has been involved (such as specific key figures in community), number of people, etc.

**NOTE:** DO NOT ATTACH EXAMPLES OR DOCUMENTS FROM THESE ACTIVITIES (i.e. minutes, volunteer lists, etc.).

12. EXPLAIN PLANS FOR HANDICAPPED ACCESSIBILITY.

Using the project drawings you have submitted, provide a narrative discussing your provisions for handicapped accessibility. Specifically address all facilities. If you wish to omit a facility from being accessible, explain why.

13. HOW WILL FACILITY BE MAINTAINED?

Fully explain plans for operation and maintenance of the completed facility. Provide the dollar amount to be budgeted annually by your agency to meet these costs. If your agency maintains similar facilities, list examples.

#### 14. ENVIRONMENTAL ASSESSMENT

Grant approval is subject to compliance with the National Environmental Policies Act of 1970. Sufficient environmental information must be submitted here for IDPR to assess whether further Environmental study must be made based on the impact of this project.

“Impacts” are direct or indirect changes in the environment, whether beneficial or adverse, that are anticipated as a result of the proposed action or related future actions.

Review the information below and submit a brief narrative for each of the following areas. Provide answers on 8-1/2” x 11” white paper. Title “ENVIRONMENTAL ASSESSMENT.”

This document must discuss the physical and biological impacts of the action on the environment, including any cultural, aesthetic, and/or socio economic effects or conditions. Impacts which are only partially understood or suspected should be indicated. Any off-site impacts such as increased traffic or neighborhood roads or increased noise levels in surrounding areas should be described.

Impacts should be quantified (i.e., number of acres, cubic yards of fill, etc.).

The four points to be covered are:

1. Description of the Proposed Action:
  - A. State the need for the proposed action and the scope of the action.
  - B. Describe what the action is designed to accomplish and the level of any associated impact-causing activities.
  - C. Describe the location of the project. Include a map.
  - D. Identify when the action is to take place.
  - E. If applicable, identify any relation to other federal, state or local projects.
2. Alternatives to the Proposed Action:
  - A. Define the issues pros and cons of a reasonable range of alternatives, and provide a clear basis for choice between them. Include a brief description of the alternatives.
  - B. Compare the environmental impacts of the proposal and the alternatives.

3. Environmental Impacts of Proposed Action.

Describe those environmental effects related to each issue listed below. Discuss anticipated impacts and any means to mitigate adverse environmental impacts. Include other issues which may be pertinent:

- A. rare and endangered species
- B. land use (project site and surrounding area)
- C. fish and wildlife
- D. vegetation
- E. geology and soils
- F. mineral resources
- G. air and water quality
- H. water resources/hydrology
- I. historic/archaeological resources
- J. transportation/access
- K. consumption of energy resources
- L. socio-economic effects
- M. flood plain/wetlands

4. A listing of agencies and persons consulted.

**NOTE:** When a project involves outstanding property rights such as easements, the environmental information must be expanded to specifically identify them along with an explanation of how the outstanding rights are to be dealt with and what the plans are to ensure that they will not affect the environment significantly.

POINTS TO KEEP IN MIND:

- Environmental documentation should be free of project justification and personal bias. The project should be justified elsewhere in the grant application.
- Do not rely on generalities. Specific facts are essential. All statements and conclusions should be supported, and quantified where possible.
- Use graphics to help explain the project.
- Be concise, clear and to the point.
- Adverse impacts should be addressed as fairly as beneficial impacts.

15. SUPPLEMENTAL

- A. Submit a brief narrative (100 words or less) for each of the following questions. Provide answers on 8-1/2" x 11" white paper. Title "PROJECT NARRATIVE." Itemize each response (1) through (11) according to the individual question as outlined in the Evaluation Committee Criteria.
1. To what degree is your project in keeping with the intent of the L&WCF?
  2. How does this project benefit the public in general?
  3. How will your agency control the project site?
  4. Analyze the degree to which the project benefits compare with project costs?
  5. How suitable is the property for intended use?
  6. Degree to which design is suitable for proposed facilities?
  7. How accessible is the area for the intended use?
  8. Will the facility be completely handicapped accessible?
  9. To what degree will the facility be open and usable for outdoor recreation?
  10. How effectively will your agency finance 100% of development costs?
  11. What is your agency's financial commitment for annual operation and maintenance?
- B. SITE INFORMATION – Submit a brief narrative (100 words or less) for each of the following questions. Provide answers on 8-1/2" x 11" white paper. Title "APPLICATION – SITE INFORMATION". Itemize each response (1) through (9) according to the individual question.
1. What is the total acreage of the site(s)?
  2. Explain the type of terrain.
  3. Describe the surrounding area and its use. Include any outstanding man-made or natural features, land use, etc.
  4. Are water, electricity and sewer located on site?
  5. Describe any existing facilities, easements, features or equipment on the property.
  6. Describe any possible environmental intrusions or pollutant factors (power lines, ditches, air or water pollution, etc.). How do you plan to negate these?
  7. List any agreements between the project sponsor and any other federal agency or other group with regard to the project.
  8. Are there other federal funds involved in this project? If yes, explain.
  9. Explain what support facilities exist on the property. If support facilities do not exist on the property, please explain how they will be provided.



- C. Complete and submit RESOLUTION AUTHORIZING FILING OF APPLICATION with original signatures.
- D. Complete and submit three copies with original signatures of ASSURANCE OF COMPLIANCE FORM.
- E. Complete and submit two copies with original signatures of CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FORM.

## RESOLUTION AUTHORIZING FILING OF APPLICATION

\_\_\_\_\_  
Project Title

WHEREAS, the Federal Land and Water Conservation Fund (L&WCF) Act of 1964 (Public Law 88-578) provides financial assistance to the Idaho Department of Parks and Recreation (IDPR) for outdoor recreation purposes, and

WHEREAS, the \_\_\_\_\_ desires financial  
(Legal Name of Governing Body)  
assistance under the L&WCF Fund Program.

NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_  
(Legal Name of Governing Body)  
as follows:

1. That the \_\_\_\_\_ has received L&WCF  
(Legal Name of Governing Body)  
requirements and hereby approves filing an L&WCF application.
2. That \_\_\_\_\_ is hereby authorized  
(Name and Title)  
and directed to execute and file an application with the IDPR.
3. That the \_\_\_\_\_ hereby agrees to  
(Legal Name of Governing Body)  
finance the initial 100 percent of the project cost, half of which will  
be totally reimbursed upon completion of the project.

_____	+	_____	+	_____	=	_____
Budgeted Funds and Other Cash)		(Force Account)		(Donations)		(Total Project Cost)

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of the Resolution adapted by the \_\_\_\_\_ held on  
(Legal Name of Governing Body)  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that I am duly authorized to  
execute this certificate.

\_\_\_\_\_  
(C.E.O. Signature)

\_\_\_\_\_  
(Witness)

U.S. DEPARTMENT OF THE INTERIOR  
ASSURANCE OF COMPLIANCE  
(TITLE VI, CIVIL RIGHTS ACT OF 1964)

\_\_\_\_\_ (hereinafter called "Applicant-Recipient")  
(Name of Applicant-Recipient)

HEREBY AGREES THAT IT will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from National Park Service and  
(Bureau or Office)

Hereby Gives Assurance That It will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant-Recipient by National Park Service, This assurance obligates the  
(Bureau or Office)

Applicant-Recipient, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is provided, this assurance obligates the Applicant-Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant-Recipient for the period during which the Federal financial assistance is extended to it by National Park Service.  
(Bureau or Office)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts, or other Federal financial assistance extended after the date hereof to the Applicant-Recipient by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
APPLICANT-RECIPIENT

By \_\_\_\_\_  
(President, Chairman of Board or  
comparable authorized Official)

\_\_\_\_\_  
APPLICANT-RECIPIENT'S MAILING ADDRESS

U.S. Department of the Interior

CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION

Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance division, Office of Acquisition and Property Management, 1849 C Street, N.W., Washington, D.C. 20240.

1. The sponsor certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the sponsor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

DI-1954  
(3/89)